

Renton Airport Advisory Committee

February 16, 2010

MINUTES

Renton Airport Advisory Committee (RAAC) Chair Mike O'Halloran called the meeting to order at 5:36 p.m.

I. Welcome

The Chair started the meeting by welcoming the members and visitors. He welcomed Wes McKechnie who was substituting for Bob Ingersoll tonight.

Mr. O'Halloran spoke about two upcoming meetings and encouraged everyone to attend both of them. The first is sponsored by the Renton Community Foundation and is scheduled for February 23 at Renton City Hall. They will be presenting the next phase of Renton's marketing plan which has been titled "The Next Curve".

The second meeting will be conducted on February 24th at Mt. Rainier High School in SeaTac. This meeting will be one of several to discuss FAA Plan 150. The purpose of the meeting is to garner feedback to the proposed re-routing of aircraft traveling to and from Sea-Tac International Airport.

II. Approval of Previous Minutes

The Chair called for any corrections, comments, or notations to the previous minutes of January 19, 2010. None were forthcoming and Mr. Goranson moved to approve them as written. Mr. Banholzer seconded the motion. The Chair declared the January minutes approved as presented.

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#### **III. Airport Regulations and Minimum Standards Draft Discussion**

Mr. O'Halloran directed our attention to the night's task at hand. The members would be going through *the Airport Regulations and Minimum Standards* starting tonight at Section 3.9 on page 33 and work through the end of Section 3.11 on page 40.

#### **Page 33:**

##### **Section 3.9: Requirements for Secondary FBO Services at the Airport**

This opening paragraph should be changed to read as follows.

"In addition to the primary services required, FBOs must provide a minimum of two specialized services as noted in Appendix A. The requirements for these secondary services are identical to those for SFBOs operating on the Airport. They are listed in Sections 3.9.2 through 3.9.10 and summarized in Appendix A."

### **Section 3.10 Minimum Standards for Specialized Fixed Base Operators (SFBOs) at the Airport**

#### **3.10.1 In General**

General: Staff needs to insert a complete chart in this location.

3.10.1.e. Delete "*State of Washington*" and insert "*City of Renton*" in its place. Need to define the insurances and reference the reader back to Appendix E.

#### **3.10.2 Flight Training Services**

General: Wording within the title shall be capitalized.

3.10.2.a. Insert a period (.) after the word instructor and delete the remainder of the sentence.

3.10.2.b.1. Change the sentence so it reads: "*A minimum of 500 square feet of cumulative instruction space with access to public restrooms for students.*"

#### **Page 34:**

3.10.2. In the first line, delete the words "*repairing all*" and insert the words "*provisions for adequate aircraft maintenance...*"

Change the last sentence to read as follows: "*At a minimum, one space for each aircraft is required.*"

d. Delete this paragraph entirely.

#### **3.10.3 Airframe or Power Plant Maintenance Services**

General: Wording within the title shall be capitalized.

In the second line of the opening paragraph: Insert a slash (/) and the word "*or*" between the words "*maintenance and*" and the word "*repair*".

Insert a period (.) after the words *“repair services”* in the third line and delete the remainder of the sentence.

- a. Change the sentence to read *“Have in their employ a minimum of one (1) FAA-certified technician who is certified to conduct operations pursuant to a repair station certificate.”*
- b. 3. Change the word *“Auto”* to *“Adequate”* and move the entire sentence to the end of B.1., above and delete the number *“3”*.

Re-number B.4. to read B.3. and relocate the period (.) to end the sentence at the word *“Drains”*. Delete the last three words (*and Lake Washington*).

**Page 35:**

- d. (top of the page) Delete the entire paragraph. Re-number paragraph e to be paragraph d.
- e. (new sub-section) Need to add a section for a 24-hour on-call mechanic.

**Section 3.10.4 On-Demand Air Transportation Services**

General: Wording within the title shall be capitalized.

- a. Change the entire paragraph so it reads: *“Make available at least one (1) currently qualified FAA-certified person to conduct the flight activity offered by the operator.”*
- b. 1. Change this sentence to read: *“adequate terminal or waiting facilities, including restrooms, to serve the general public. A minimum of 300 sq. feet and adequate parking for staff and clients are required.”*
- b. 1. c. Re-number so it reads b.2.

Delete the next paragraph (d) entirely (*“Adequate parking for staff and clients.”*)

- c. Change this sentence so it reads: *“Provide at least one (1) properly maintained and equipped aircraft to accomplish the services offered.”*
- e. At the end of the sentence, add *“or FAA equivalent certificate.”*

### **3.10.5 Aircraft Rental Services**

General: Wording within the title shall be capitalized.

#### **Page 36:**

At the top of the page:

- b. 1. Delete the next to the last word in the sentence (*is*) and insert the words "*and adequate parking for staff and clients are*" in front of the word "*required*".
- b. 3. Delete this sentence entirely.
- e. Delete this paragraph.

### **3.10.6 Avionics Maintenance and Sales Services**

General: Wording within the title shall be capitalized.

- a. Re-number this to read a.1.

Move the period (.) so the sentence ends after the word "*technician*", and delete the remainder of the sentence.

- b. 1. Delete the word "*ventilated*" in the first sentence.

Delete the next to the last word in the last sentence (*is*) and insert the words "*and adequate parking for staff and clients are*" in front of the word "*required*".

- b. 3. Delete this sentence entirely.
- c. Re-number this to read a.2. and move this sentence under a.1., above.

#### **Page 37:**

### **3.10.7 Aircraft Storage and Hangar Services**

General: Wording within the title shall be capitalized.

- b. Delete this section and re-number the remaining ones accordingly.

- f. 3. (formerly g.3.) Delete this item (Rental rates).
- h. (formerly i) Delete this entire section and replace with the following:
  - h. Ensure compliance with all Airport requirements and City codes.

**Page 38:**

**3.10.8 Aircraft Sales and Brokerage Services**

General: Wording within the title shall be capitalized.

- a. Change this sentence to read as follows: *"Provide at least one (1) aircraft salesperson."*
- b. 1. Change this sentence so it reads *"300 square feet of office space and adequate parking for staff and clients."*
- b. 3. Delete this sentence.

**3.10.9 Restoration, Painting or Refurbishing Services**

General: Wording within the title shall be capitalized.

- b. Correct *"AFBO"* to read *"SFBO"*
- b. 1. In the last sentence, delete the last two words (*is required*) and insert *"and adequate parking for staff and clients are required."*

**Page 39:**

**3.10.10 Specialized Commercial Flying Services**

General: Wording within the title shall be capitalized.

- a. Insert a period (.) after the words *"appropriate ratings"* and delete the remainder of the sentence.
- b. Delete the first sentence. Start the next sentence by inserting the word *"Maintain"* so this subsection starts out by reading *"Maintain adequate facilities..."*
- d. Delete the sentence and insert *"Make services available through a messaging service."*

**Page 40:**

f. In the first line, insert a comma (,) after the words “sky writing”.

**3.11 Specialty Commercial Aeronautical Services**

General: Wording within the title shall be capitalized.

That is the end of the evening’s formal document review.

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IV. Next Meetings

The homework assignments were again discussed and agreed upon (see below). At least two more meetings will be necessary. The location for each meeting will be at the Airport in the Quonset hut. The starting time for each meeting has been set at 5:30 p.m. The next meeting is set for February 16, 2010 and it will run until 7:30, if necessary to accomplish the task.

| Meeting Date (Tuesdays) | Homework Assignment to be Discussed (<i>Airport Regulations and Minimum Standards draft dated March 31, 2007</i>) |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| November 17 | Cover¹ through page 14, Section 2.4.11, Removal of abandoned property or property posing a potential hazard (Done) |
| December 15 | Page 14, Section 2.5 Airport Changes through page 22, Section 3.5.2, Grounds for denial of application (Done) |
| January 19 | Page 23, Section 3.6 Requirements Applicable to all Operators, through page 32, Section 3.8, Requirements Related to Primary FBO Services- (Done) |
| February 16 | Page 33, Section 3.9 Requirements for Secondary FBO Services at the Airport through the end of the document and re-visit the previously postponed items (Done) |
| March 23, 2010 | Review all items that were postponed because of re-writes or clarification |

¹ Revise the title and cover to include the Will Rogers/Wiley Post Seaplane Base



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V. Adjourn

Meeting adjourned at 7:23 p.m.

Respectfully submitted,

Jennifer Jorgenson
Recording Secretary

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RAAC Members Attendance* for February 16, 2010:

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| Mike O'Halloran | Al Banholzer | Robert Brahm |
| Lee Chicoine | Bob Dempster | Matt Devine |
| Ulf Goranson | Robert Ingersoll | Tom Lambro |
| Roger Lewis | Marleen Mandt | John Middlebrooks |
| Robert (Bob) Moran | Elliott Newman | Michael O'Leary |
| Diane Pahalke | Marcie Palmer | Mike Rice |
| Jennifer Ann Rutkowski | Michael Schultz | Karen Stemwell |
| Jonathan Wilson | Ryan Zulauf | |

Guest: Wes McKechnie, BEFA for Robert Ingersoll (Airport Leaseholders)

*Members whose names are crossed out were not in attendance at this meeting.